

Message

**From:** Pratt, Margaret [pratt.margaret@epa.gov]  
**Sent:** 3/2/2016 8:55:56 PM  
**To:** Meacham, Connie [Meacham.Connie@epa.gov]; Samuels, Crystal [Samuels.Crystal@epa.gov]  
**CC:** Perovich, Gina [Perovich.Gina@epa.gov]  
**Subject:** RE: SOT POSTERS - HOW TO PROCEED  
**Attachments:** Pratt SOT 2016 poster final.pptx

Dear Ladies,

Attached is the final version of my SOT poster

- To Connie for printing (Reminder that this is the reduced size template that should be enlarged for printing)
- To Crystal for amending in STICS

Please let me know if you have questions.

Thanks!  
Margaret

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**From:** Perovich, Gina  
**Sent:** Wednesday, March 02, 2016 2:25 PM  
**To:** Arzuaga, Xabier <Arzuaga.Xabier@epa.gov>; Dishaw, Laura <Dishaw.Laura@epa.gov>; Fritz, Jason <Fritz.Jason@epa.gov>; Pratt, Margaret <pratt.margaret@epa.gov>; Salazar, Keith <Salazar.Keith@epa.gov>; Walker, Teneille <Walker.Teneille@epa.gov>; Whalan, John <Whalan.John@epa.gov>  
**Cc:** Rieth, Susan <Rieth.Susan@epa.gov>; Hotchkiss, Andrew <Hotchkiss.Andrew@epa.gov>; Subramaniam, Ravi <Subramaniam.Ravi@epa.gov>  
**Subject:** SOT POSTERS - HOW TO PROCEED

All – The hard copies of your posters are with Vince (except for John's – I still need a hard copy, please).

Vince has reviewed them and has come comments.

- 1) Stop by his office to get your hard copy and to have him go over his comments with you.
- 2) I WILL CLEAR IT IN STICS, noting that you will revise it accordingly.
- 3) Revise your poster and:
  - a. Send your final, clean version to Connie Meacham in RTP – WITH A CC TO ME
  - b. Send your final, clean version to Crystal Samuels, so she can amend the STICS file/official record.

Name	Attending	Presentation type	RTP print needed?	Material	Janice to transport
Arzuaga	Y	poster	Y	Fabric	Y
Dishaw	Y	poster	Y	Fabric	Y
Fritz	Y	poster	Y	Fabric	Y
Pratt	Y	poster	Y	Fabric	Y
Salazar	Y	poster	Y	Fabric	Y
Walker	Y	poster	Y	Fabric	Y
Whalan	Y	poster	Y	Fabric	Y

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Gina Perovich  
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